

# **MINUTES OF MEETING**

## **RHODE ISLAND AIRPORT CORPORATION**

### **BOARD OF DIRECTORS MEETING**

**Wednesday, October 20, 2004**

**4:00 p.m.**

**in the Mary Brennan Board Room, T. F. Green Airport, Warwick,  
Rhode Island**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Board of Directors was called to order by Chairman, James Rosati, at 4:03 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**BOARD MEMBERS PRESENT: James Rosati, James Forte, Charles Gaffney, and Robert Sangster.**

**BOARD MEMBERS ABSENT: Joseph Cianciolo, Michael Traficante, Joseph Larisa.**

**ALSO PRESENT: Mark Brewer, President and CEO; Laurie Cullen, Executive Vice President; Brian Schattle, Senior VP of Finance and CFO; and those members listed on the attendance sheet attached hereto.**

**1. Approval of the Minutes:**

**A motion was made by Mr. Forte to approve the minutes of the Board Meeting of September 15, 2004. The motion was seconded by Mr. Gaffney. The motion was passed unanimously.**

## **2. Open Forum:**

**Mr. Rosati invited members of the public to speak in open session. No one came forward.**

## **3. Report from President and CEO and Operations Report:**

**Mr. Brewer thanked RIAC staff and Board members for all the support received since his accident.**

**Mr. Brewer reported that passenger numbers are up 8%, and 4.1% year to date.**

**Mr. Brewer gave an overview of a meeting in Washington, DC with Chuck Burke of the TSA.**

## **4. Operations and Capital Committee Report:**

**Mr. Forte reported that the Committee had met on October 13th, and that there are items on the Consent Agenda from the Committee that require approval by the Board.**

**A motion was made by Mr. Sangster and seconded by Mr. Gaffney to approve the following resolutions:**

**(a) Consideration of and Action Upon Professional Services Agreement for Design Phase Services for the Rehabilitation of Taxiway 'W' at Quonset Airport.**

**WHEREAS, the Rhode Island Airport Corporation issued a Request for Proposals (RFP) on August 18, 2004 to provide design and construction management services for the rehabilitation of Taxiway 'W' at Quonset Airport; and**

**WHEREAS, a Consultant Selection Committee received and acted upon the proposals received from five (5) firms; and**

**WHEREAS, the Consultant Selection Committee ranked Edwards & Kelcey as the top firm followed by Hoyle Tanner and Associates to perform design services associated with this project; and**

**WHEREAS, this Professional Services Agreement (PSA) will be initially funded through the General Purpose Fund with 95% (\$145,350) reimbursement from the FAA upon acceptance of a federal grant offer, which is expected during Calendar Year 2005.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby recommends that the President and CEO negotiate and execute a Professional Services Agreement (PSA) with Edwards & Kelcey or Hoyle Tanner and Associates to provide design services for the Rehabilitation of Taxiway 'W' at Quonset Airport, in an amount not-to-exceed \$153,000.**

**(b) Consideration of and Action Upon Professional Services Agreement for Design Phase Services for the Rehabilitation of Runway 5-23 at North Central Airport.**

**WHEREAS, the Rhode Island Airport Corporation issued a Request for Proposals (RFP) on August 18, 2004 to provide design and construction management services for the rehabilitation of Runway 5-23 at North Central Airport; and**

**WHEREAS, a Consultant Selection Committee received and acted upon the proposals received from five (5) firms; and**

**WHEREAS, the Consultant Selection Committee ranked Edwards & Kelcey as the top firm followed by Hoyle Tanner and Associates to perform design phase services associated with this project; and**

**WHEREAS, this Professional Services Agreement (PSA) will be initially funded through the General Purpose Fund with 95% (\$262,200) reimbursement from the FAA upon acceptance of a federal**

**grant offer, which is expected during Calendar Year 2005.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby recommends that the President and CEO negotiate and execute a Professional Services Agreement (PSA) with Edwards & Kelcey or Hoyle Tanner and Associates to provide design phase services associated with the Rehabilitation of Runway 5-23 at North Central Airport, in an amount not-to-exceed \$276,000.**

**(c) Consideration of and Action Upon Award of Contract for the Procurement of Three (3), Four-Wheel Drive Pick-Up Trucks with Plows.**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and**

**WHEREAS, it has been determined that there is a need for three (3), four wheel drive pick-up trucks with plows; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget which provides funding for this purchase through its Operating Capital budget; and**

**WHEREAS, in September 2004, the Corporation issued an Invitation**

**for Bids (IFB) for three (3), four wheel drive pick-up trucks with plows;  
and**

**WHEREAS, five (5) submissions were received in response to the solicitation; and**

**WHEREAS, in compliance with RIAC Procurement Rules, the submissions were evaluated to determine both responsiveness and responsibility; and**

**WHEREAS, as a result of this evaluation, the recommendation is to award the contract to Colony Ford, Warwick, Rhode Island.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby authorizes the President and CEO to award the contract to Colony Ford, Warwick, Rhode Island, in the amount of \$95,200 for the acquisition of these vehicles.**

**(d) Consideration of and Action Upon Extension of the Service and Maintenance Contract for the Odor Control System at T. F. Green Airport.**

**WHEREAS, RIAC in accordance with its Procurement Regulations issued a request for proposals for the installation, operation and maintenance of an odor control system at T. F. Green Airport; and**

**WHEREAS, it has been determined that there is a need for odor control maintenance services at T. F. Green Airport; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O & M) budget; and**

**WHEREAS, a contract was awarded to Aquest for a one (1) year period with the option for two (2) additional one (1) year extensions at the option of RIAC; and**

**WHEREAS, An agreement was reached with Aquest for the financial terms of the third year of service; and**

**NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby authorizes the President and CEO to execute a contract amendment with Aquest for a not-to-exceed amount of \$45,500 to provide odor control maintenance services at T. F. Green Airport.**

**(e) Consideration of and Action Upon Task Order Number 14 to the “On-Call” Airport Consultant Contract.**

**WHEREAS, the Board of Directors approved the selection of Ricondo**

**and Associates as Airport Consultants at the March 2002 Board of Directors meeting; and**

**WHEREAS, Ricondo and Associates has assisted RIAC with strategic parking analysis and rate structure reviews over the past two (2) years; and**

**WHEREAS, it has been determined that there is a need to continue strategic parking and rate structure reviews and research projects in support of the Rhode Island Airport Corporation's goals and objectives; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O & M) budget.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board authorizes the President and CEO to execute Task Order Number 14 to the Ricondo and Associates contract in an amount not-to-exceed \$100,000.**

**(f) Consideration of and Action Upon Extension of the Professional Services Contract for Marketing and Public Relations.**

**WHEREAS, in November 2002, the Corporation entered into a**



**contract with the RDW Group, Inc. for marketing and public relations services; and**

**WHEREAS, the contract term was for a one (1) year term with two (2) optional one (1) year renewals; and**

**WHEREAS, the second year of the contract term is nearing completion; and**

**WHEREAS, the recommendation is to extend the contract for the third and final year; and**

**WHEREAS, the current FY 2005 total Professional Services budget for these services is \$72,000 and additional funds as required have been included in the Advertising, Marketing, and Printing line items of the Operations & Maintenance (O & M) budget.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby authorizes the President and CEO to execute a one (1) year contract with RDW Group, Inc. for a not-to-exceed amount of \$72,000 to provide Public Relations and Marketing Services.**

**(g) Consideration of and Action Upon the Continuation of the Temporary Management Agreement for Garage 'B' at T. F. Green**

**Airport.**

**WHEREAS, Garage “B” was underutilized and it was determined that it was in the best interest of RIAC and its patrons to open the Garage as a daily parking garage as quickly as possible in a safe, efficient and effective manner; and**

**WHEREAS, ProPark was determined to have the qualifications to provide the services necessary to operate this garage; and**

**WHEREAS, a determination was made that the “Supplemental Services” Provision, Section 8.1.3, of the RIAC Procurement Rules would allow entering into a temporary management agreement with ProPark for the duration of the term required to complete a formal procurement process; and**

**WHEREAS, the revenues derived from Garage “B” will be used to fund the expenses of this contract; and**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board authorizes the President and CEO to approve continuation of the temporary management agreement to ProPark America, Inc in an amount not-to-exceed \$120,000 or a term in excess of six (6) months.**

## **ACTION ITEM:**

**4.1(a) Consideration of and Action Upon Consultant Contract Amendment for the Easement Acquisition for Off-Airport Obstruction Removal at North Central, Newport and Westerly Airports AND Consideration of and Action Upon Approval of an Unbudgeted Capital Improvement Program (CIP) Project.**

**A motion was made by Mr. Sangster and seconded by Mr. Gaffney to approve the following resolution.**

**WHEREAS, RIAC contracted with the firm of O. R. Colan Associates to perform consultant services associated with the Voluntary Land Acquisition Program at T. F. Green Airport; and**

**WHEREAS, the establishment and administration of an Aviation Easement Acquisition Program was included in the original solicitation for services; and**

**WHEREAS, RIAC requires consultant services associated with the acquisition of easements at North Central, Newport, and Westerly Airports; and**

**WHEREAS, RIAC is currently negotiating a fee with O. R. Colan to provide the required services in an amount not-to-exceed \$905,862; and**

**WHEREAS, this amendment will be initially funded through the General Purpose Fund with 95% (\$860,569) reimbursement from the FAA upon acceptance of federal grant offers, expected in Calendar Year 2005.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board authorize the President and CEO to execute a contract amendment with O. R. Colan to provide services for the Easement Acquisition Projects at North Central, Newport, and Westerly Airport in an amount not-to-exceed \$905,862.**

**The motion was passed unanimously.**

**5. General Aviation Report:**

**Mr. Gaffney reported there was no General Aviation Committee Meeting this month but he reported that he had visited North Central Airport to view the Harris Farm property. Mr. Gaffney noted that RIAC staff is continuing to work on purchasing this property.**

**6. Finance and Audit Committee Report:**

**Mr. Cianciolo reported that the next scheduled meeting would be in November. Mr. Cianciolo noted that along with Brian Schattle, he had**

attended meetings with financial institutions to discuss bonding issues.

## **7. Executive Session:**

**(a) Discussion Related to Acquisition of Real Estate – R.I.G.L. § 42-46-5(a)(5).**

**(b) Discussion Related to Investment of Public Funds (Marketing Strategies and Potential Purchase of Property) – R.I.G.L. § 42-46-5(a)(7).**

**(c) Discussion Related to Potential Litigation - R.I.G.L. § 42-46-5(a)(2).**

**(d) Discussion Related to Personnel - R.I.G.L. § 42-46-5(a)(1).**

At approximately 4:16 pm., a motion was made by Mr. Sangster and seconded by Mr. Forte to go into Executive Session. By the following roll call vote, the motion was passed unanimously:

**YEAS: James Rosati**

**James Forte**

**Charles Gaffney**

**Robert Sangster**

**NAYS: None.**

At approximately 5:36 p.m., a motion was made by Mr. Forte to

**reconvene to the Open Session. The motion was seconded by Mr. Sangster. The motion was passed unanimously.**

## **8. Action Item:**

### **(a) Consideration of an Action Upon Affirmation of RIAC Contract Policy.**

**A motion was made by Mr. Forte and seconded by Mr. Sangster to approve the contract policy as presented. The motion was passed unanimously.**

### **(b) Consideration of and Action Upon Bonus Incentive Program for Non-Union Personnel at T. F. Green Airport.**

**A motion was made by Mr. Forte and seconded by Mr. Sangster to approve the incentive program for non-union personnel as presented. The motion was passed unanimously.**

## **9. Future Meetings:**

**The next meeting date will be held on Wednesday, November 17, 2004 at 4:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, 2000 Post Road, Warwick, Rhode Island.**

## **10. Adjournment:**

**Mr. Forte moved to adjourn at approximately 5:37 p.m. Mr. Sangster seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James V. Rosati, Chairman**

**Rhode Island Airport Corporation**

**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION**  
**BOARD OF DIRECTORS MEETING**  
**October 20, 2004**

**NAME      AFFILIATION**

**Patti Goldstein    RIAC**

**Doug Dansereau    RIAC**

**Dave Edwards    RIAC**

**Joe DaSilva    RIAC**

**Mel Einhorn      RIAC**

**Liberty Luciano      RIAC**

**Alicia Spearing      RIAC**

**Don Pillsbury    RIPA**

**Sue Pillsbury                      RIPA**

**MINUTES OF THE EXECUTIVE SESSION**



**OF THE BOARD OF DIRECTORS MEETING  
OF OCTOBER 20, 2004**

**1. At approximately 4:16 pm., a motion was made by Mr. Sangster and seconded by Mr. Forte to go into Executive Session. The motion was passed unanimously.**

**2. Board Members and Corporation Personnel discussed the proposed purchase of the Harris Farm Property at North Central Airport. Discussion focused on the draft Purchase and Sales Agreement.**

**3. Mr. Licht updated the Board on Garage B, Express Valet Parking and also the expenses so far on the operation of Garage B, in connection with pending litigation.**

**4. Board Members and Corporation personnel discussed marketing incentives.**

**5. Mr. Brewer briefed the Board on RIAC contract policy and specifically the policy to award all professional contracts for the EDS project, including construction management contracts, solely on the basis of the qualifications of the proponent, in accordance with FAA guidelines.**

**6. Board Members and Corporation Personnel discussed the bonus**

**incentive program for non-union personnel.**

**At approximately 5:36 p.m., a motion was made by Mr. Forte to reconvene to the Open Session. The motion was seconded by Mr. Sangster. By the following roll call vote the motion was passed unanimously.**

**YEAS: James Rosati**

**James Forte**

**Charles Gaffney**

**Robert Sangster**

**NAYS: None.**

**Respectfully submitted,**

**James V. Rosati, Chairman**

**Rhode Island Airport Corporation**